

# COMPUTER BASICS

*an introduction to email, keyboarding, and online applications*

## WHEN:

Classes starting Friday, January 24th and will be held every other Friday through March from 11:30am to 1:00pm

## WHERE:

JMRL—Madison Room (3rd Floor)

## INFO:

First-come, first served. Registration not required, but limited to 8 participants



**This workshop will introduce you to basic computer functions and help you feel more confident using a computer and a variety of internet applications. Topics include:**

- ⇒ Internet—browsers and searches
- ⇒ Keyboarding—technique and tutorials
- ⇒ Email—setting up an account and creating and sending emails
- ⇒ Online Applications—searching for jobs and submitting applications

## CONTACT US



201 E. Market St., Charlottesville



[jobcenter@charlottesville.org](mailto:jobcenter@charlottesville.org)



[www.charlottesville.org/jobcenter](http://www.charlottesville.org/jobcenter)



## UPCOMING DATES

Friday, January 24th

Friday, February 7th

Friday, February 21st

Friday, March 6th

All classes will be held from 11:30am to 1:00pm. Laptops will be provided during the training.